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Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

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"To Enrich Lives Through Effective And Caring Service"

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19

June 9, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

CONSOLIDATION OF THE LOS ANGELES COUNTY COMMISSION ON AGING (LACCOA) AND THE LOS ANGELES COUNTY AREA AGENCY ON AGING (AAA) ADVISORY COUNCIL

SUBJECT

At the Board of Supervisors' meeting on June 22, 2009, the Director of Community and Senior Services (CSS) was instructed to develop a detailed plan merging LACCOA and the AAA Advisory Council into one body by July 1, 2010. In addition, the Director of Community and Senior Services (CSS) was instructed to form a Transition Team, comprised of members of both groups, to accomplish the objectives outlined in the Consolidation Plan and submit a Final Report.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the Final Report outlining the activities completed toward finalizing the merger of the Los Angeles County Commission on Aging and the Los Angeles County AAA Advisory Council (Attachment I) to ensure the new Commission, Los Angeles County Commission for Older Adults (LACCOA) is fully functional by July 1, 2010.
2. Approve the Bylaws that will be the procedural guidelines for all activities of the new LACCOA, effective July 1, 2010 (Attachment 2).
3. Approve the Ordinance amending Title 2 – Administration and Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, relating to the merger of the Los Angeles County Commission on Aging with the Los Angeles County Area Agency on Aging Advisory Council to create a new Commission, the Los Angeles County Commission for Older Adults (Attachment 3).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action is necessary in order for the new LACCOA to be fully functional by July 1, 2010. In 2008, the Los Angeles County Chief Executive Office contracted with Arroyo Associates, Inc. to review various County Commissions. In doing so, they reviewed the activities of the Los Angeles County Commission on Aging and the AAA Advisory Council and determined that there were overlapping areas and they recommended that the two bodies be merged. Based on Arroyo Associates, Inc.'s recommendation, the Board of Supervisors passed a motion directing the CSS Director to develop a plan to merge the bodies.

Performance Measures

None

Implementation of Strategic Plan Goals

The merger of both bodies supports the Countywide Strategic Plan Goals: Goal #1 Operational Effectiveness, Goal #2 Children, Family and Adult Well-Being, and Goal #4 Health and Mental Health.

FISCAL IMPACT/FINANCING

The merger of both bodies will generate cost savings by reducing the membership of the new body from 85 to 50 members, eliminating duplicative assignments, reducing the cost of supplies, education, and travel.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Older Americans Act of 1965 as amended mandates that Los Angeles County AAA establish an Advisory Council to advise the County AAA on all matters relating to the development of the Area Plan, the administration of the plan and operations conducted under the Area Plan. In addition, the Mello-Granlund Older Californians Act (Welf. & Inst. Code §§ 9000-9757.5) provides that the Advisory Council advocates on behalf of seniors within the County.

On June 22, 2009, a motion by Supervisors Knabe and Yaroslavsky was approved stating that the 2009-10 Proposed Budget include the merger of the Los Angeles County Commission on Aging (LACCOA) with the Area Agency on Aging (AAA) Advisory Council under the umbrella of the Department of Community and Senior Services (CSS).

The Director of CSS was also delegated authority to coordinate the restructuring of the former LACCOA and the AAA Advisory Council into one body and for the Board to adopt an ordinance amending the Los Angeles County Code to remove and, where appropriate, modify various provisions relating to the former LACCOA and the AAA Advisory Council. The Director was also tasked with forming a steering committee comprised of both groups to develop a detailed plan to merge the former LACCOA and the AAA Advisory Council.

The Final Report details the activities accomplished to complete the merger in order for the new body (LACCOA) to be fully functionally by July 1, 2010. Attachment 3 to this board letter is an ordinance amending Title 2 – Administration and Title 3 – Advisory Commissions and Committees of the Los Angeles County Code relating to the merger of these two bodies. The relevant provisions

include the following:

Title 2 – is amended to replace the former bodies with the new LACCOA as one of the commissions that CSS provides staff services to.

Title 3 – Advisory Commissions and Committees is amended to add a new chapter to include specific provisions related to the new LACCOA. Several of the proposed sections in the ordinance including creation, purpose, definition, qualifications for members, and duties parallel provisions of the Older Americans Act related to the establishment of an advisory council for programs under the Act. These sections are included to ensure that the new LACCOA conforms to the federal requirements for these programs.

The section on members reflects the initial composition of the new LACCOA following the merger of the former bodies and also governs the composition of the new body into the future. It delegates authority to the new LACCOA to independently select up to one-half of the membership of the new body.

The section on tenure provides provisions that enable the body to stagger the term limits of the membership.

Additionally, section 3.100.020 is amended to delete the former LACCOA from the section as the addition of chapter 3.78 obviates the need for a secondary tenure provision in the County Code.

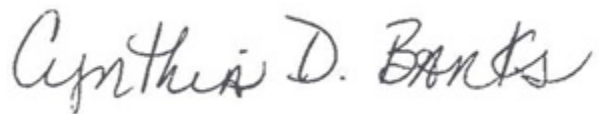
Bylaws were developed in order to provide procedural guidelines for the new body. Significant changes included in the Bylaws for the new body are:

- Reduction of membership from 85 to 50 (25 appointed by the Board and 25 selected by LACCOA)
- Specific membership requirements which include the composition of body, qualifications and appointment of new members.
- Establishment of term limits - Each member is subject to a three-year term limit, with the provision of one three-year renewal, for a total term of six years.
- Establishment of new committee structure – Reduced the number of committees from 21 (for the previous two bodies) to seven for the new body.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the Final Report will enable the department to complete the merger of the two bodies and form the new body effective July 1, 2010. The merger will unify the mission and role of each group into a singular, active and determined advisory body to meet the needs of the growing senior community.

Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS
Director

CDB:OS:LS
BSP:bsp

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

FINAL REPORT

Consolidation of the Los Angeles County Commission on Aging (LACCOA)
and the Los Angeles County Area Agency on Aging (AAA) Advisory Council

Los Angeles County Commission for Older Adults (LACCOA)

May 13, 2010

Table of Contents

Executive Summary	2
Background.	3
Vision and Mission.....	4
Objectives	5
• Membership	5
• Bylaws	5
• Election of New Officers	6
• New Committee Structure	6
• CSS Support	6
• Budget	6
 <u>Attachments</u>	
1 – Draft Revised Ordinance	7
2 – Bylaws	13

Executive Summary

This report is submitted to the Board of Supervisors (BOS) pursuant to its motion on June 22, 2009, directing the Director of Community and Senior Services to develop a detailed plan merging the Los Angeles County Commission on Aging and the Area Agency on Aging Advisory Council.

The report contains the consolidation background as well as the activities and accomplishments of the Transition Team. All meetings of the Transition Team were open to the public and the public was afforded the opportunity to provide comments.

The vision and mission of the new Los Angeles County Commission for Older Adults (LACCOA) were approved by the Transition Team and reviewed by the current members of the two previous bodies during the Transition Period.

Task Forces were established to provide the Transition Team with recommendations to assist in accomplishing the objectives in the Consolidation Plan and maintaining the ongoing business of the Transition Team.

Critical issues that were identified in the Consolidation Plan were updated which included the following:

- Vision and Mission statements
- Membership Count
- Identification of Members
- Term Limits
- Bylaws
- Election of New Officers
- New Committee Structure
- Budget
- Community and Senior Services Support Staff

Also included in this report is the revised ordinance language and bylaws to effectuate the policies outlined in the Final Report.

Board of Supervisor approval of this report is requested in order for the new LACCOA to begin carrying out its duties on July 1, 2010.

Background

On June 22, 2009, the Board of Supervisors (BOS) directed the Director of Community and Senior Services (CSS) to form a steering committee to develop a plan merging the Los Angeles County Commission on Aging and the Area Agency on Aging Advisory Council.

On September 22, 2009, BOS approved the filing of the Consolidation Plan to consolidate the Los Angeles County Commission on Aging and the Area Agency on Aging Advisory Council. The two former bodies are now jointly referred to as Los Angeles County Commission for Older Adults (LACCOA).

A Transition Team was formed to develop all of the mechanisms necessary for the new organization to begin functioning on July 1, 2010. The Team consists of the presidents of each former body and two members that each President appointed from their respective groups.

The Transition Team met 12 times between October 19, 2009 and April 26, 2010.

Vision and Mission

VISION

Los Angeles County will be one of the best communities for older adults in the nation.

MISSION

The mission of the Los Angeles County Commission for Older Adults shall be to advocate, advise and make recommendations regarding the needs and welfare of Los Angeles County seniors age 60 and older, to the Los Angeles County Board of Supervisors and departments of County government and other entities that provide services to seniors regarding their needs, health, well-being, and rights.

To accomplish this mission, the Commission will:

- Assist the County in preparing for the significant increases expected in the senior population;
- Review existing programs and activity by the Community and Senior Services (CSS), Seamless Senior Services (S3), other appropriate County departments, commissions and task forces in identifying and recommending new programs and services that will benefit the well being of seniors
- Network and collaborate with all entities that are in Los Angeles County that are interested in and concerned about aging populations; and
- Develop methods of communication which enhance the welfare and status of seniors.

Primary Objectives

The following items were reviewed by the Transition Team:

I. MEMBERSHIP

The membership will be reduced from 85 to 50 (25 appointed by the Board of Supervisors and 25 selected by the former Advisory Council. In order to reduce the membership, the following was done:

- Self Nomination letters were sent to members of both former bodies to survey continued participation in the new Los Angeles County Commission for Older Adults (LACCOA).
- Ballots were sent to former members of the former Advisory Council to vote for 25 members who would continue as members of the new LACCOA.

Staggering of term limits shall originate with the initial group and continue with new commissioners in order to maintain continuity and preserve institutional memory. In addition, it will eliminate the possibility of all commissioners leaving the Commission at the same time. The Commission will be divided into three groups (Groups A, B and C, consisting of 17, 17 and 16 commissioners, respectively).

All regular terms of office shall be for three years; however, individuals are eligible to serve a maximum of six years. Following this maximum term, reappointment/election is possible only after a minimum two-year hiatus from the Commission.

Currently there are Board-appointed commissioner vacancies in certain districts that should be filled in order to have a full Commission. A representative from the former Commission met with each Board of Supervisor's Office to present information regarding appointments.

Included in this Final Report is a draft amendment to the County Code (Attachment 2) which lays out the structure of the new LACCOA including provisions related to the staggered term limits.

II. BYLAWS

The Bylaws Task Force developed Bylaws that include elements identified by the Transition Team.

The attached Bylaws (Attachment 3) must be ratified by the Board of Supervisors by June 2010 in order for the Commission to conduct elections in June 2010.

III. ELECTION OF NEW OFFICERS

The Transition Team agreed that the Executive Board shall consist of seven officers: President, First Vice President, Second Vice President, Secretary, Fiscal Officer, Past President and Parliamentarian (attend as a non-voting member).

Members of the new organization will elect officers in June 2010 in order for the Commission to function by July 1, 2010.

IV. NEW COMMITTEE STRUCTURE

Initially, the new Commission will have seven committees: Executive; Area Plan; Legislation and Advocacy; Health, Nutrition and Long-Term Care; Transportation and Housing; Communication; and Membership. Advisory committees and ad hoc committees will be added as needed.

V. CSS SUPPORT

The Executive Liaison is a Community and Senior Services Program Manager with decision-making authority and responsibility for the provision of support of staff for the Los Angeles County Commission for Older Adults and its committees.

VI. BUDGET

The original combined budget from the Advisory Council and LACCOA was \$64,400, and the new LACCOA budget is \$47,000. The new budget depicts an overall total reduction of \$17,400.

Attachment 2 – Draft Revised Ordinance

(Insert Draft Revised Ordinance)

ORDINANCE NO. _____

An ordinance amending Title 2 – Administration and Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, relating to the merger of the Los Angeles County Commission on Aging with the Los Angeles County Area Agency on Aging Advisory Council to create a new commission, the Los Angeles County Commission for Older Adults (LACCOA), to serve the needs of older adults.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.114.060 is hereby amended to read as follows:

2.114.060 Staff services for certain commissions.

The director shall provide staff services, including professional guidance, research and clerical assistance and necessary supplies and materials to the following commissions and committees:

- A. The Los Angeles County delinquency and crime prevention commission;
- B. The commission on youth;
- C. The community action board;
- D. The domestic violence council;
- E. The justice system advisory group;
- F. The private industry council;

G. The Los Angeles County employment and training committee;
H. The city-county Native American Indian commission;
~~I. The Los Angeles County commission on aging;~~
~~J. The Los Angeles County area agency on aging advisory council;~~
I. The Los Angeles County Commission for Older Adults;
~~K.~~J. Such other commissions or committees as may be designated by the board. (Ord. 2001-0035 § 1, 2001: Ord. 99-0083 § 1, 1999: Ord. 86-0028 § 7, 1986: Ord. 84-0166 § 2 (part), 1984.)

SECTION 2. Section 3.78 is hereby amended to read as follows:

3.78.010 Creation

3.78.020 Purpose

3.78.030 Members

3.78.040 Qualification for members

3.78.050 Tenure

3.78.060 Duties

3.78.070 Meetings

3.78.080 Compensation

3.78.090 Sunset review date

3.78.010 Creation

There is created the Los Angeles County Commission for Older Adults, herein referred to in this chapter as the "commission" pursuant to the Older Americans Act of 1965 As Amended in 2006 and 42 United States Code Service section 3026.

3.78.020 Purpose

The purpose of the commission shall be to carry out advisory function which will further

the mission of the Los Angeles County Area Agency on Aging to develop and coordinate community-based systems of services for all older persons in the Los Angeles County planning and service area.

3.78.030 Members

The commission shall consist of 25 board appointed commissioners and 25 commissioners selected by LACCOA; a maximum of 50 members.

3.78.040 Qualifications for members

The board, in appointing members to the commission shall, insofar as possible, appoint individuals based on the following criteria:

- A. More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in programs under this part;
- B. Representatives of older persons;
- C. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);
- D. Representatives of supportive services providers' organizations;
- E. Persons with leadership experience in the private and voluntary sectors;
- F. Local elected officials; and
- G. The general public.

3.78.050 Tenure

A. Each member of the commission shall serve at the pleasure of the board. After the first meeting held by the commission after July 1, 2010 members shall be divided into three groups (Groups A, B and C, consisting of 17, 17 and 16 commissioners, respectively). All terms shall be three years, except for the initial terms which shall be for two, three and four years. Thereafter, each new position on the commission shall

become vacant every three years.

B. No member of the commission may serve more than two consecutive full periods of service as specified in subsection A of this section.

C. A member's position on the commission shall become vacant upon his or her death, resignation, or removal by the board. In the case of such vacancy, the board shall appoint a successor to serve until the position next becomes vacant under subsection A of this section.

D. The provisions of Chapter 5.12 of the County Code shall not apply to the commission.

3.78.060 Duties

The commission shall advise and make recommendations to the board relative to:

A. Developing and administering the area plan;

B. Conducting public hearings;

C. Representing the interest of older persons; and

D. Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

3.78.070 Meetings

The commission shall meet once per month and may meet at such other times as may be deemed necessary by the President.

3.78.080 Compensation

Members of the commission shall serve without compensation except for mileage reimbursement for meeting attendance and any actual and necessary traveling expenses incurred in connection with their duties, including transportation, meals, and

lodging.

3.78.090 Sunset review date

The sunset review date for the commission shall be determined by the Board of Supervisors.

SECTION 2. Section 3.100.020 is hereby amended to read as follows:

3.100.020 Length of service -- Certain bodies.

A. 1. At the expiration of the current terms of members of the following bodies serving upon the effective date of the ordinance codified in this section, appointments to the vacancies created shall be for the period of service stated:

Body	Period of Service
Commission on Aging	Two years
Architectural Evaluation Board	Four years
Beach Commission	Two years
Capital Projects Appeal Board	Four years
Public Library Councils	Two years

2. Each member of each such body shall serve at the pleasure of the board, and each position on each such body shall become vacant upon the expiration of each two or four year period of service, as the case may be.

B. 1. On the effective date of the ordinance codified in this section the following terms of members of the following bodies shall expire, such members shall be deemed reappointed, and all appointments shall be for the period of service stated:

Body	Period of Service
Affirmative Action Committee	Four years
Risk Management Advisory Committee	Four years
Fire Department Technical Advisory Group	Four years
Child Support Advisory Board	Two years

2. Each member of each such body shall serve at the pleasure of the board, and each position on each such body shall become vacant upon the expiration of each two or four year period of service, as the case may be.

C. A member's position on any such boards, commissions, bodies or groups shall become vacant upon his or her death, resignation, or removal by the board. In the case of such a vacancy, the board shall appoint a successor to serve until the position next becomes vacant upon the expiration of the period of service under subsection A or B of this section. (Ord. 2002-0019 § 1, 2002: Ord. 99-0032 § 1, 1999: Ord. 96-0066 § 8, 1996: Ord. 90-0086 § 25 (part), 1990.)

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Attachment 3 – Bylaws

LOS ANGELES COUNTY COMMISSION FOR OLDER ADULTS BYLAWS

ARTICLE I - NAME

This Commission shall be known as the Los Angeles County Commission for Older Adults (“LACCOA”). All members of the body will be referred to and identified as Commissioners.

ARTICLE II - AUTHORITY

LACCOA is established pursuant to the requirements of the Older Americans Act as amended in 2006, Motion of the Los Angeles County Board of Supervisors dated June 22, 2009, and Los Angeles County Code Section 3.78.010 – 3.78.090.

ARTICLE III - VISION

Los Angeles County will be one of the best communities for older adults in the USA.

ARTICLE IV- MISSION

The mission of LACCOA shall be to carry out advisory functions which further the Los Angeles County Area Agency on Aging mission of developing and coordinating community-based systems of services for all older persons in the planning and service area.

ARTICLE V - PURPOSE

The general purpose of LACCOA shall be:

- (1) Developing and administering the area plan;
- (2) Conducting public hearings;
- (3) Representing the interest of older persons; and
- (4) Reviewing and commenting on all community policies, programs and actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

ARTICLE VI - MEMBERSHIP

Section A: Composition, Qualifications, and Appointment

1. The Commission shall include individuals and representatives of community organizations who will help enhance the leadership role of the area agency in developing community-based systems of services. The Commission shall be made up of:
 - (a) more than 50 percent older individuals, including minority individuals who are participants or who are eligible to participate in Area Agency on Aging programs,
 - (b) representatives of older persons;
 - (c) representatives of health care provider organizations;
 - (d) representatives of supportive services providers’ organizations;
 - (e) persons with leadership experience in the private and voluntary sectors;

- (f) local elected officials; and
- (g) the general public.

Ethnic distribution must be representative of the population served.

2. LACCOA members must be residents of Los Angeles County.
3. The number of Commissioners shall be 50; 25 appointed directly by the Board of Supervisors and 25 selected by LACCOA. Each vacancy will be filled accordingly.

Section B: Term and Vacancies

Staggered Terms: The initial term of the Commission will begin on July 1, 2010. In order to stagger the terms served by Commissioners, the initial term will require the Commissioners to be divided into three groups (Groups A, B, and C). Groups will be identified to ensure equal coverage of supervisorial districts. Commissioners shall be assigned to each group by a random drawing. Group A, consisting of 17 Commissioners, will have an initial term of two years. Group B, consisting of 17 Commissioners, will have an initial term of three years. Group C, consisting of 16 Commissioners, will have an initial term of four years. Renewal terms may be added at the end of initial terms. The term served by Group A may be renewed for an additional three years. The term served by Group B may be renewed for an additional three years. The term served by Group C may not be renewed.

1. Except for the initial term of the Commission stated above, each Commissioner is appointed for a period of three years. No Commissioner may serve more than two consecutive three-year terms unless the Board of Supervisors extends the length of service or waives the limit for individuals on the Commission. The Board of Supervisors may, at its pleasure or by recommendation of the Commission, remove a Commissioner from LACCOA.
2. Individuals are eligible for reappointment of one additional term plus a three-year renewal after a minimum two-year hiatus from the Commission.
3. A Commissioner's position, as a LACCOA member, officer or committee member shall become vacant upon his or her death, resignation or removal. In the case of such a vacancy, the Board of Supervisors or Commission shall appoint a successor to serve until the position next becomes vacant upon the expiration of the period of service under these Bylaws.

Section C: Attendance

Commissioners are required to attend all regular meetings of the Commission. Commissioners, who are absent three consecutive LACCOA Meetings or 50% of such meetings in a twelve (12) month period, without being excused, will be notified by mail of possible dismissal from LACCOA. Commissioners who fail to attend the next LACCOA Meeting indicated in the letter of notification without explanation will be subject to dismissal by the Executive Board. Commissioners so removed may appeal in writing to the Executive Board within two (2) weeks of the date of notification. The appeal letter

must indicate the reason why the Commissioner considers the removal inappropriate and unfair. Appeals will be processed within 60 days from the notice of termination and the member in question will be notified in writing of the final decision.

Section D: Conflict of Interest

Any member of LACCOA, who has either a real or perceived financial interest in any issue, agency or organization shall publicly announce or identify such interest.

No member of LACCOA shall cast a vote on any matter that has a direct bearing on the services to be provided by that member or by the entity that member represents on LACCOA.

Any member of LACCOA who has a financial interest in any financial vehicle (grant application, contract, etc.) presented before LACCOA must disclose his or her status before the financial vehicle is considered by LACCOA and may not participate in any discussion nor vote on said financial vehicle.

ARTICLE VII - OFFICERS

The officers of LACCOA shall be:

- President
- First Vice President
- Second Vice President
- Secretary
- Fiscal Officer
- Parliamentarian
- Sergeant-at-Arms

ARTICLE VIII - DUTIES OF OFFICERS AND TERM OF OFFICE

In addition to the duties prescribed by the parliamentary authority adopted by LACCOA, the duties of the officers shall also include the following:

Section A - President:

- Shall preside at all meetings of LACCOA.
- Shall preside at all Executive Board Meetings and may not vote on any issue before the Executive Board unless a vote is needed to make or break a tie.
- Shall appoint the Chairperson for the California Senior Legislature's (CSL) Election Committee, the Sergeant-at-Arms, and the Parliamentarian.
- Shall be the LACCOA Representative at Triple A Council of California (TACC) Meetings.
- Shall be an ex-officio member of all committees except the Nominating Committee.
- Shall represent LACCOA as its spokesperson.
- Shall have no authority to act unilaterally on any issue that may require formal action by LACCOA's or the Executive Board unless otherwise provided for in these Bylaws.
- Shall call emergency meetings of the Executive Board.

Section B - **First Vice President:**

- Shall perform such duties as requested or assigned by the President and shall perform the duties of the President during the absence of the President.
- Functions as liaison to all Chairpersons of Ad Hoc Committees and Special Task Forces.

Section C - **Second Vice President:**

- Shall perform such duties as requested or assigned by the President, function as liaison to all Chairpersons of the Standing Committees, and perform the duties of the President when both the President and the First Vice President are unable to attend LACCOA Meetings.
- Ensures all Committee Reports are properly completed in a timely manner.

Section D - In the absence of the President, First and Second Vice-Presidents, LACCOA Meetings shall be presided over by a member of the Executive Board designated by the President.

Section E - **Secretary:**

- Shall review and edit the minutes of each meeting and be prepared to administratively assist the President during LACCOA Meetings.
- Shall draft letters and other written communications at the request of the President and/or Executive Board.

Section F - **Fiscal Officer:**

Shall be responsible for maintaining LACCOA'S Budget and ensuring that disbursements are approved by LACCOA and in support of their projects.

Section G - **Sergeant-at-Arms:**

- Shall keep order at all general LACCOA Meetings.
- Shall be the official timekeeper at all general LACCOA Meetings.

Section H - **Parliamentarian:**

- Shall attend all general LACCOA Meetings.
- Shall attend Executive Board Meetings as a non-voting member.
- Shall rule on proper compliance with parliamentary procedures and LACCOA Bylaws.

Section I - **Term of Office:**

- Officers shall be elected by written ballot for a term of one year coinciding with the fiscal year and may succeed themselves once for each given office. The term of office will coincide with the fiscal year July 1 to June 30 if re-elected by LACCOA.

ARTICLE IX - ELECTIONS

A Nominating Committee shall be elected by the LACCOA membership at the regular February meeting of LACCOA each year and shall consist of five Commissioners. The Chairperson will be elected by members of the Nominating Committee. This committee will present a Slate of Nominations for Officers to LACCOA in April.

Nominations may also be made from the floor on the day that the slate is announced or at the time of the election provided that assurance of a candidate's acceptance can be given. The election, conducted by the Chairperson of the Nominating Committee, shall be held in May. LACCOA members must be present to vote. A plurality of 50% plus 1 of votes cast will apply to all LACCOA elections. In the event of a tie, a run-off election shall be held. The order of voting shall start with President and descend in the order described in the above Article VII.

The installation of new officers will take place in June of each year.

ARTICLE X - MEETINGS

LACCOA general meetings shall be held monthly on the first Monday of each month at a designated location and time. All meetings shall be open to the public. Written notice of general meetings shall be mailed to all members in advance.

A quorum of this body of 50 shall consist of one-half plus one of the current membership.

All meetings of LACCOA, including the Executive Board and Standing Committees, shall comply with the requirements of the Brown Act.

ARTICLE XI - EXECUTIVE BOARD

The officers designated in Article VII - OFFICERS, shall constitute the Executive Board, with the exception of the Sergeant-at-Arms. Committee Chairs may be invited to present on specific issues as the President deems necessary.

The Executive Board shall meet monthly at a designated location and time.

The Executive Board will act as the governing body of LACCOA and include the following duties:

- A. Conduct any business for LACCOA between regular meetings and shall take emergency or urgent action when indicated and report all its activities at the next regular meeting of the Commission.
- B. Review and approve, prior to distribution, the agenda for the general LACCOA monthly meetings.
- C. Maintain liaison with the Los Angeles County Area Agency on Aging Director and the Community and Senior Services Executive Liaison.
- D. Recommend, as appropriate, the establishment of Ad Hoc Committees and Special Task Forces by LACCOA.

- E. Serve as the action point (for either final action or recommendation for final action,) in the matter of unexcused absences and/or unacceptable behavior by LACCOA members.
- F. Weigh, take action, or make recommendations regarding such matters brought before it by the President, any member of the Committees, any Commissioner, or the Director of Los Angeles County Area Agency on Aging.
- G. Report all actions to the full Commission at the first available opportunity.

ARTICLE XII - COMMITTEES

Section A

- 1. Each LACCOA Member is required to serve on at least one Standing Committee and observe attendance requirements.
- 2. The committees of LACCOA shall be composed of only LACCOA Members. Only assigned members of a committee can vote on committee issues.
- 3. Each committee shall elect its own chairperson and recorder.
- 4. All Standing Committees shall provide all reports to the Executive Board in writing.

Section B

The following shall comprise the seven (7) Standing Committees:

- 1. **Executive Board:** The primary duty of the Executive Board is to provide leadership and guidance to LACCOA in their support to the Los Angeles County Area Agency on Aging.
- 2. **Area Plan:** The Area Plan Committee shall consider all matters pertaining to the Los Angeles County Area Agency on Aging Area Plan and shall make recommendations to the Executive Board. The Area Plan Committee shall also consider matters pertaining to Veteran Affairs, Employment, and Fraud and Elder Abuse.
- 3. **Communications:** The Communications Committee shall consider all matters pertaining to communications and shall make recommendations to the Executive Board. The Communications Committee shall also consider matters pertaining to LACCOA's Newsletter, Speaker's Bureau, and the Annual Report.
- 4. **Health, Nutrition, and Long-Term Care:** The Health, Nutrition, and Long-Term Care Committee shall consider all matters pertaining to health and well-being and shall make recommendations to the Executive Board.
- 5. **Housing and Transportation:** The Housing and Transportation Committee shall consider all matters pertaining to Housing and Transportation and shall make recommendations to the Executive Board. The Housing and Transportation Committee shall also consider matters pertaining to Seniors-on-the Move.

6. **Legislative and Advocacy:** The Legislative and Advocacy Committee shall consider all matters pertaining to Legislation and Advocacy shall make recommendations to the Executive Board. All legislative and advocacy efforts are to be coordinated with the County's Intergovernmental Relations Section.
7. **Membership:** The Membership Committee shall consider all matters pertaining to membership and shall make recommendations to the Executive Board.

All Standing Committees should consider general needs within aging populations such as diversity, geographical areas, women's issues, and baby boomer's impact; also, the state and federal laws relating to Area Agency on Aging programs.

Section C

Standing Committees may be established or disbanded by the Executive Board.

Ad Hoc Committees and Special Task Forces may be established to address specific issues as deemed necessary by the Executive Board. Ad Hoc Committees and Special Task Forces will be disbanded when their purpose is completed and such groups should not function longer than one year.

ARTICLE XIII - LEAD COMMISSIONERS

The Commissioners in each of the five (5) Supervisorial Districts annually shall select a Lead Commissioner for their respective District who will serve for a one-year term in this role. A Lead Commissioner so selected may serve an additional consecutive one-year term if requested by a majority of the Commissioners in their respective District.

Lead Commissioners shall be selected at the general meeting held in June each year and shall not be considered as officers of LACCOA.

Lead Commissioners shall schedule and organize meetings as needed with the Commissioners of their Districts and may act as a spokesperson with their respective Board of Supervisor's deputies when requested by their District Commissioners.

ARTICLE XIV - COMPENSATION

Members of LACCOA shall serve without compensation except for mileage reimbursement for meeting attendance and any actual and necessary traveling expenses incurred in connection with their duties, including transportation, meals, and lodging. All reimbursements and compensation are in accordance with the Los Angeles County Guidelines.

ARTICLE XV - AMENDMENTS AND REVIEW

Pending final approval by the Board of Supervisors, the Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by two-thirds vote of the entire LACCOA membership at any regular or special meeting, provided that at least 30 days written notice is given of this intention.

ARTICLE XVI - PARLIAMENTARY PROCEDURES

A Parliamentarian shall be appointed by and serve at the discretion of the President. It shall be the responsibility of the Parliamentarian to rule on proper compliance with parliamentary procedures and LACCOA Bylaws.

The Parliamentary Authority contained in the newly revised edition of The Robert's Rules of Order shall govern LACCOA in all cases in which they are applicable and consistent with these Bylaws.

LOS ANGELES COUNTY COMMISSION FOR OLDER ADULTS BYLAWS

ARTICLE I - NAME

This Commission shall be known as the Los Angeles County Commission for Older Adults ("LACCOA"). All members of the body will be referred to and identified as Commissioners.

ARTICLE II - AUTHORITY

LACCOA is established pursuant to the requirements of the Older Americans Act as amended in 2006, Motion of the Los Angeles County Board of Supervisors dated June 22, 2009, and Los Angeles County Code Section 3.78.010 – 3.78.120.

ARTICLE III - VISION

Los Angeles County will be one of the best communities for older adults in the nation.

ARTICLE IV- MISSION

The mission of LACCOA shall be to advocate, advise and make recommendations regarding the needs and welfare of Los Angeles County seniors age 60 and older, to the Los Angeles County Board of Supervisors (Board of Supervisors) and departments of County government and other entities that provide services to seniors regarding their needs, health, well-being, and rights.

To accomplish this mission, LACCOA will:

- Assist the County in preparing for the significant increase expected in the senior population.
- Review existing programs and activities by the Community and Senior Services (CSS), Seamless Senior Services (S3), other appropriate County departments, commissions, and task forces in identifying and recommending new programs and services that will benefit the well-being of seniors.
- Network and collaborate with all entities that are in Los Angeles County that are interested in and concerned about aging populations.
- Develop methods of communications which enhance the welfare and status of seniors.

ARTICLE V - PURPOSE

The general purpose of LACCOA shall be to:

- Advise the Area Agency on Aging (AAA) on the development, implementation, and evaluation of the Area Plan for Program Service Area (PSA) 19.
- Preserve and enhance the general well-being of the senior population living in Los Angeles County.

- Increase awareness of the Board of Supervisors regarding issues, conditions and needs that face senior persons of Los Angeles County and make recommendations as to how adverse conditions might be remedied.
- Ensure that the Board of Supervisors is aware of the many contributions made by Los Angeles County's seniors.

ARTICLE VI - MEMBERSHIP

Section A: Composition, Qualifications, and Appointment

1. The Commission shall include individuals and representatives of community organizations who will help enhance the leadership role of the area agency in developing community-based systems of services. The Commission shall be made up of:
 - (a) more than 50 percent older individuals, including minority individuals who are participants or who are eligible to participate in Area Agency on Aging programs,
 - (b) representatives of older persons;
 - (c) representatives of health care provider organizations;
 - (d) representatives of supportive services providers organizations;
 - (e) persons with leadership experience in the private and voluntary sectors;
 - (f) local elected officials; and
 - (g) the general public.

Ethnic distribution should be representative of the population served.

2. LACCOA members must be residents of Los Angeles County.
3. The number of Commissioners shall be 50: 25 appointed directly by the Board of Supervisors and 25 selected by LACCOA. Each vacancy will be filled accordingly.

Section B: Term and Vacancies

Staggered Terms: The initial term of the Commission will begin on July 1, 2010. In order to stagger the terms served by Commissioners, the initial term will require the Commissioners to be divided into three groups (Groups A, B, and C). Commissioners shall be assigned to each group by a random drawing. Group A, consisting of 17 Commissioners, will have an initial term of two years. Group B, consisting of 17 Commissioners, will have an initial term of three years. Group C, consisting of 16 Commissioners, will have an initial term of four years. Renewal terms may be added at the end of initial terms for Groups A and B only. The term served by Groups A and B may be renewed for an additional three years. The term for Group C cannot be renewed.

1. Individuals are eligible for reappointment, up to a maximum of six years. After serving the maximum of the initial term, reappointment is possible only after a minimum two-year hiatus from the Commission.

2. A Commissioner's position, as a LACCOA member, officer or committee member shall become vacant upon his or her death, resignation or removal.

Section C: Attendance

Commissioners are required to attend all regular meetings of the Commission. Commissioners who are absent three consecutive LACCOA Meetings or 50% of such meetings in a twelve (12) month period, without being excused, will be notified by mail of possible dismissal from LACCOA. Commissioners who fail to attend the next LACCOA Meeting indicated in the letter of notification without explanation will be subject to dismissal by the Executive Board. Commissioners so removed may appeal in writing to the Executive Board within two (2) weeks of the date of notification. The appeal letter must indicate the reason why the Commissioner considers the removal inappropriate and unfair. Appeals will be processed within 60 days from the date of receipt of the appeal and the member in question will be notified in writing of the final decision.

Section D: Conflict of Interest

Any member of LACCOA, who has either a real or perceived financial interest in any issue, agency or organization shall publicly announce or identify such interest.

No member of LACCOA shall cast a vote on any matter that has a direct bearing on the services to be provided by that member or by the entity that member represents on LACCOA.

Any member of LACCOA who has a financial interest in any financial vehicle (grant application, contract, etc.) presented before LACCOA must disclose his or her status before the financial vehicle is considered by LACCOA and may not participate in any discussion nor vote on said financial vehicle.

ARTICLE VII - OFFICERS

The officers of LACCOA shall be:

- President
- First Vice President
- Second Vice President
- Secretary
- Fiscal Officer
- Sergeant-at-Arms
- Parliamentarian
- Past President

ARTICLE VIII - DUTIES OF OFFICERS AND TERM OF OFFICE

In addition to the duties prescribed by the parliamentary authority adopted by LACCOA, the duties of the officers shall also include the following:

Section A - **President:**

- Shall preside at all meetings of LACCOA.
- Shall preside at all Executive Board Meetings and may not vote on any issue before the Executive Board unless a vote is needed to make or break a tie.
- Shall appoint the Chairperson for the California Senior Legislature's (CSL) Election Committee, the Sergeant-at-Arms, and the Parliamentarian.
- Shall be the LACCOA Representative at Triple A Council of California (TACC) Meetings.
- Shall be an ex-officio member of all committees except the Nominating Committee.
- Shall represent LACCOA as its spokesperson.
- Shall have no authority to act unilaterally on any issue that may require formal action by LACCOA's or the Executive Board unless otherwise provided for in these Bylaws.
- Shall call emergency meetings of the Executive Board.

Section B - **First Vice President:**

- Shall perform such duties as requested or assigned by the President and shall perform the duties of the President during the absence of the President.
- Functions as liaison to all Chairpersons of Ad Hoc Committees and Special Task Forces.

Section C - **Second Vice President:**

- Shall perform such duties as requested or assigned by the President, function as liaison to all Chairpersons of the Standing Committees, and perform the duties of the President when both the President and the First Vice President are unable to attend LACCOA Meetings.
- Ensures all Committee Reports are properly completed in a timely manner.

Section D - In the absence of the President, First and Second Vice-Presidents, LACCOA Meetings shall be presided over by a member of the Executive Board designated by the President.

Section E - **Secretary:**

- Shall review and edit the minutes of each meeting and be prepared to administratively assist the President during LACCOA Meetings.
- Shall draft letters and other written communications at the request of the President and/or Executive Board.

Section F - **Fiscal Officer:**

Shall be responsible for maintaining LACCOA'S Budget and ensuring that disbursements are approved by LACCOA and in support of their projects.

Section G - **Sergeant-at-Arms:**

- Shall keep order at all general LACCOA Meetings.
- Shall be the official timekeeper at all general LACCOA Meetings.

Section H - **Parliamentarian:**

- Shall attend all general LACCOA Meetings.
- Shall attend Executive Board Meetings as a non-voting member.
- Shall rule on proper compliance with parliamentary procedures and LACCOA Bylaws.

Section I – **Past President:**

Shall provide information, assist with updates, and other related activities during the term of his/her service as President.

Section J - **Term of Office:**

Officers shall be elected by written ballot for a term of one year coinciding with the fiscal year and may succeed themselves once for each given office. The term of office will coincide with the fiscal year July 1 to June 30 if re-elected by LACCOA.

ARTICLE IX - ELECTIONS

A Nominating Committee shall be elected by the LACCOA membership at the regular February meeting of LACCOA each year and shall consist of five Commissioners. The Chairperson will be elected by members of the Nominating Committee. This committee will present a Slate of Nominations for Officers to LACCOA in April.

Nominations may also be made from the floor on the day that the slate is announced or at the time of the election provided that assurance of a candidate's acceptance can be given. The election, conducted by the Chairperson of the Nominating Committee, shall be held in May. LACCOA members must be present to vote. A plurality of 50% plus 1 of votes cast will apply to all LACCOA elections. In the event of a tie, a run-off election shall be held. The order of voting shall start with President and descend in the order described in the above Article VII.

The installation of new officers will take place in June of each year.

ARTICLE X - MEETINGS

LACCOA general meetings shall be held monthly on the first Monday of each month at a designated location and time. All meetings shall be open to the public. Written notice of general meetings shall be mailed to all members in advance.

A quorum of this body of 50 shall consist of one-half plus one of the current membership.

All meetings of LACCOA, including the Executive Board and Standing Committees, shall comply with the requirements of the Brown Act.

ARTICLE XI - EXECUTIVE BOARD

The officers designated in Article VII - OFFICERS, shall constitute the Executive Board, with the exception of the Sergeant-at-Arms. Committee Chairs may be invited to present on specific issues as the President deems necessary.

The Executive Board shall meet monthly at a designated location and time.

The Executive Board will act as the governing body of LACCOA and include the following duties:

- A. Conduct any business for LACCOA between regular meetings and shall take emergency or urgent action when indicated and report all its activities at the next regular meeting of the Commission.
- B. Review and approve, prior to distribution, the agenda for the general LACCOA monthly meetings.
- C. Maintain liaison with the Los Angeles County Area Agency on Aging Director and the Community and Senior Services Executive Liaison.
- D. Recommend, as appropriate, the establishment of Ad Hoc Committees and Special Task Forces by LACCOA.
- E. Serve as the action point (for either final action or recommendation for final action,) in the matter of unexcused absences and/or unacceptable behavior by LACCOA members.
- F. Weigh, take action, or make recommendations regarding such matters brought before it by the President, any member of the Committees, any Commissioner, or the Director of Los Angeles County Area Agency on Aging.
- G. Report all actions to the full Commission at the first available opportunity.

ARTICLE XII - COMMITTEES

Section A

- 1. Each LACCOA Member is required to serve on at least one Standing Committee and observe attendance requirements.
- 2. The committees of LACCOA shall be composed of only LACCOA Members. Only assigned members of a committee can vote on committee issues.
- 3. Each committee shall elect its own chairperson and recorder.
- 4. All Standing Committees shall provide all reports to the Executive Board in writing.

Section B

The following shall comprise the seven (7) Standing Committees:

1. **Executive Board:** The primary duty of the Executive Board is to provide leadership and guidance to LACCOA in their support to the Los Angeles County Area Agency on Aging.
2. **Area Plan:** The Area Plan Committee shall consider all matters pertaining to the Los Angeles County Area Agency on Aging Area Plan and shall make recommendations to the Executive Board. The Area Plan Committee shall also consider matters pertaining to Veteran Affairs, Employment, and Fraud and Elder Abuse.
3. **Communications:** The Communications Committee shall consider all matters pertaining to communications and shall make recommendations to the Executive Board. The Communications Committee shall also consider matters pertaining to LACCOA's Newsletter, Speaker's Bureau, and the Annual Report.
4. **Health, Nutrition, and Long-Term Care:** The Health, Nutrition, and Long-Term Care Committee shall consider all matters pertaining to communications and shall make recommendations to the Executive Board.
5. **Housing and Transportation:** The Housing and Transportation Committee shall consider all matters pertaining to Housing and Transportation and shall make recommendations to the Executive Board. The Housing and Transportation Committee shall also consider matters pertaining to Seniors-on-the Move.
6. **Legislative and Advocacy:** The Legislative and Advocacy Committee shall consider all matters pertaining to Legislation and shall make recommendations to the Executive Board. All legislative and advocacy efforts are to be coordinated with the County's Intergovernmental Relations Section.
7. **Membership:** The Membership Committee shall consider all matters pertaining to membership and shall make recommendations to the Executive Board.

All Standing Committees should consider general needs within aging populations such as diversity, geographical areas, women's issues, and baby boomer's impact; also, the state and federal laws relating to Area Agency on Aging programs.

Section C

Standing Committees may be established or disbanded by the Executive Board.

Ad Hoc Committees and Special Task Forces may be established to address specific issues as deemed necessary by the Executive Board. Ad Hoc Committees and Special Task Forces will be disbanded when their purpose is completed and such groups should not function longer than one year.

ARTICLE XIII - LEAD COMMISSIONERS

The Commissioners in each of the five (5) Supervisorial Districts annually shall select a Lead Commissioner for their respective District who will serve for a one-year term in this role. A Lead Commissioner so selected may serve an additional consecutive one-year term if requested by a majority of the Commissioners in their respective District.

Lead Commissioners shall be selected at the general meeting held in June each year and shall not be considered as officers of LACCOA.

Lead Commissioners shall schedule and organize meetings as needed with the Commissioners of their Districts and may act as a spokesperson with their respective Board of Supervisor's deputies when requested by their District Commissioners.

ARTICLE XIV - COMPENSATION

Members of LACCOA shall serve without compensation except for mileage reimbursement for meeting attendance and any actual and necessary traveling expenses incurred in connection with their duties, including transportation, meals, and lodging. All reimbursements and compensation are in accordance with the Los Angeles County Guidelines.

ARTICLE XV - AMENDMENTS AND REVIEW

Pending final approval by the Board of Supervisors, the Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by two-thirds vote of the entire LACCOA membership at any regular or special meeting, provided that at least 30 days written notice is given of this intention.

ARTICLE XVI - PARLIAMENTARY PROCEDURES

A Parliamentarian shall be appointed by and serve at the discretion of the President. It shall be the responsibility of the Parliamentarian to rule on proper compliance with parliamentary procedures and LACCOA Bylaws.

The Parliamentary Authority contained in the newly revised edition of The Robert's Rules of Order shall govern LACCOA in all cases in which they are applicable and consistent with these Bylaws.

ORDINANCE NO. _____

An ordinance amending Title 2 – Administration and Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, relating to the merger of the Los Angeles County Commission on Aging with the Los Angeles County Area Agency on Aging Advisory Council to create a new commission, the Los Angeles County Commission for Older Adults ("LACCOA") to serve the needs of older adults.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.114.060 is hereby amended to read as follows:

2.114.060 Staff services for certain commissions.

The director shall provide staff services, including professional guidance, research and clerical assistance and necessary supplies and materials to the following commissions and committees:

- A. The Los Angeles County delinquency and crime prevention commission;
- B. The commission on youth;
- C. The community action board;
- D. The domestic violence council;
- E. The justice system advisory group;
- F. The private industry council;
- G. The Los Angeles County employment and training committee;
- H. The city-county Native American Indian commission;
- I. ~~The Los Angeles County commission on aging;~~
- J. ~~The Los Angeles County area agency on aging advisory council;~~

I. The Los Angeles County Commission for Older Adults;

K J. Such other commissions or committees as may be designated by the board.

...

SECTION 2. Chapter 3.78 is hereby added to Title 3 - Advisory Commissions and Committees to read as follows:

Chapter 3.78

LOS ANGELES COUNTY COMMISSION FOR OLDER ADULTS

3.78.010 Creation.

3.78.020 Purpose.

3.78.030 Definition.

3.78.040 Members.

3.78.050 Qualification for members.

3.78.060 Tenure.

3.78.070 Duties.

3.78.080 Meetings.

3.78.090 Operational Procedures.

3.78.100 Officers.

3.78.110 Compensation.

3.78.120 Sunset review date.

SECTION 3. Section 3.78.010 is hereby added to read as follows:

3.78.010 Creation.

There is created the Los Angeles County Commission for Older Adults, herein referred to in this chapter as the "commission" pursuant to the Older Americans Act of 1965 as amended in 2006 and 42 United States Code Service section 3026.

SECTION 4. Section 3.78.020 is hereby added to read as follows:

3.78.020 Purpose.

The purpose of the commission shall be to carry out advisory function which will further the mission of the Los Angeles County Area Agency on Aging to develop and coordinate community-based systems of services for all older persons in the Los Angeles County planning and service area.

SECTION 5. Section 3.78.030 is hereby added to read as follows:

Section 3.78.030 Definition.

The terms "older adult" or "older person" as referred to in this section shall have the same meaning as "older individual" as that term is used and defined in the Older Americans Act as amended.

SECTION 6. Section 3.78.040 is hereby added to read as follows:

3.78.040 Members.

In its initial term the commission shall be comprised of board appointed commissioners and non-board appointed commissioners selected from the memberships of the former Los Angeles County Commission on Aging and the Los Angeles County Area Agency on Aging Advisory Council in accordance with the board approved plan.

After July 10, 2010, there will be a maximum of fifty (50) commission members, up to twenty-five (25) of whom shall be appointed by the board and the remainder selected by the commission. Where vacancies occur among commission members who were board appointed, the replacement shall be selected by the board. All other vacancies shall be filled by the commission.

SECTION 7. Section 3.78.050 is hereby added to read as follows:

3.78.050 Qualifications for members.

The board and the commission, in appointing members to the commission shall, insofar as possible, appoint individuals based on the following criteria:

- A. More than 50 percent older persons, including minority individuals who are participants or who are eligible to participate in Older Americans Act programs;
- B. Representatives of older persons;
- C. Representatives of health care provider organizations, including providers of veterans' health care (if appropriate);
- D. Representatives of supportive services providers organizations;
- E. Persons with leadership experience in the private and voluntary sectors;
- F. Local elected officials; and
- G. The general public.

SECTION 8. Section 3.78.060 is hereby added to read as follows:

3.78.060 Tenure.

A. Each member of the commission shall serve at the pleasure of the board. After the first meeting held by the commission after July 1, 2010, members shall be divided into three groups (Groups A, B and C, consisting of 17, 17 and 16 commissioners, respectively). All terms shall be three years, except for the initial terms which shall be for two, three and four years. Group A will have an initial term of two years, Group B, three years and Group C, four years. Groups A and B may serve an additional three-year term consistent with Section B below. Group C's term will expire at the end of the four years without the option of serving a second consecutive term. Thereafter, each new position on the commission shall become vacant every three years.

B. No member of the commission may serve more than two consecutive three-year terms as specified in subsection A of this section.

C. A member's position on the commission shall become vacant upon his or her death, resignation, or removal by the board. In the case of such vacancy, the board shall appoint a successor to serve until the position next becomes vacant under subsection A of this section.

D. The provisions of Chapter 5.12 of the County Code shall not apply to the commission.

SECTION 9. Section 3.78.070 is hereby added to read as follows:

3.78.070 Duties.

The commission shall advise and make recommendations to the board relative

to:

- A. Developing and administering the area plan;
- B. Conducting public hearings;
- C. Representing the interest of older persons; and
- D. Reviewing and commenting on all community policies, programs and

actions which affect older persons with the intent of assuring maximum coordination and responsiveness to older persons.

SECTION 10. Section 3.78.080 is hereby added to read as follows:

3.78.080 Meetings.

The commission shall meet once per month and may meet at such other times as may be deemed necessary by the president.

SECTION 11. Section 3.78.090 is hereby added to read as follows:

3.78.090 Operational procedures.

Subject to board approval, the commission shall enact bylaws and amendments thereto, which shall include provisions relating to the election of officers, their term of office, methods of voting, the structure of committees, and such other rules, procedures, and regulations as necessary to effect the purpose of the commission.

SECTION 12. Section 3.78.100 is hereby added to read as follows:

3.68.100 Officers.

Consistent with the bylaws, the commission shall elect a president and such other officers as it deems appropriate.

SECTION 13. Section 3.78.110 is hereby added to read as follows:

3.78.110 Compensation.

Members of the commission shall serve without compensation except for mileage reimbursement for meeting attendance and any actual and necessary traveling expenses incurred in connection with their duties, including transportation, meals, and lodging.

SECTION 14. Section 3.78.120 is hereby added to read as follows:

3.78.120 Sunset review date.

The sunset review date for the commission shall be determined by the board.

SECTION 15. Section 3.100.020 is hereby amended to read as follows:

3.100.020 Length of service - Certain bodies.

A. 1. At the expiration of the current terms of members of the following bodies serving upon the effective date of the ordinance codified in this section, appointments to the vacancies created shall be for the period of service stated:

Body	Period of Service
Commission on Aging	Two years
Architectural Evaluation Board	Four years
Beach Commission	Two years
Public Library Councils	Two years

2. Each member of each such body shall serve at the pleasure of the

board, and each position on each such body shall become vacant upon the expiration of each two or four year period of service, as the case may be.

B. 1. On the effective date of the ordinance codified in this section the following terms of members of the following bodies shall expire, such members shall be deemed reappointed, and all appointments shall be for the period of service stated:

Body	Period of Service
Affirmative Action Committee	Four years
Fire Department Technical Advisory Group	Four years

2. Each member of each such body shall serve at the pleasure of the board, and each position on each such body shall become vacant upon the expiration of each two or four year period of service, as the case may be.

C. A member's position on any such boards, commissions, bodies or groups shall become vacant upon his or her death, resignation, or removal by the board. In the case of such a vacancy, the board shall appoint a successor to serve until the position next becomes vacant upon the expiration of the period of service under subsection A or B of this section.

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